



FEDERAL EXECUTIVE BOARD OF OKLAHOMA
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December 20, 2004

Ms. Kay Coles James, Director
Office of Personnel Management
1900 E Street, NW
Washington, DC 20415-0001

Honorable Kay Coles James,

Attached is the annual activity report for the Oklahoma Federal Executive Board. As always, our members have been supportive this past year with many opportunities for interagency partnerships, intergovernmental involvement, emergency preparedness planning and community outreach.

After compiling the report, I feel confident that we have represented the federal sector in a positive fashion in our communities and in our State. We have continued to plan, coordinate and support activities to assist federal agencies in Oklahoma strengthen their emergency preparedness and continuity of operations plans.

Through our efforts over the past year, we have made every effort to present a professional image of the federal public servant; we have been good stewards of tax dollars, and have capitalized on every opportunity to coordinate shared utilization of resources to create opportunities for efficiencies and have focused on Human Capital strategies, as well as Citizen-Center Government initiatives.

Please call me at (405) 609-8011 or LeAnn Jenkins at (405) 231-4167 if you have any questions.

Sincerely,
Dorothy A. Overal
Dottie Overal
Chairperson

Annual Report



Fiscal Year 2004





Executive Summary of Oklahoma FEB's FY 2004 Accomplishments

Overall Benefit of Oklahoma FEB Interagency efforts				
Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
Training (Cost Avoidance/Cost Savings)	Interagency	dollars		\$609,909.91
ADR/Shared Neutral (Cost Avoidance/Cost Savings)	Interagency	dollars		\$1,099,415.56
Hotel (OKC, Tulsa, Lawton through Federal Premier Lodging Program)	Interagency	dollars	\$19,088,596.00	\$9,296,229.00
Community Outreach:				
Donations	CFC	dollars	\$3,369,614.00	
Volunteer Hours Donated to the Community	FECC - Interagency	5553 hrs X \$20	\$111,060.00	
Value determined by cost of blood from non-profit center to Hospitals/VAMC	Blood	23,654 units X \$184	\$4,352,336.00	
Coordinating federal agencies & schools: Computers for Schools	Computer donation	1,234 computers & other equipment	\$1,811,500.80	
			\$28,733,106.80	\$11,005,554.47

Highlights

National Initiatives

Emergency Preparedness

- The Oklahoma FEB developed a partnership with the Oklahoma City Fire Department to make site-visits to all federal offices in the Oklahoma City metropolitan area. Through this effort, federal agencies meet the first responders most likely to respond to any emergency at their facility, provide input useful to their emergency preparedness plans, along with revalidation of evacuation routes and shelter in place identification. Negotiation is underway for the City of Tulsa for a similar partnership.
- Hosted several interagency table-top discussions and one table-top exercise for leaders to learn from the experts and from each other. From these forums, information was shared to strengthen preparedness plans and continuity of operations.
- Hosted unique CLEET certified "awareness level" course designed to provide basic information concerning explosive and incendiary devices that could be used as terrorist weapons. The course was comprised of classroom presentations designed to familiarize attendees with commercial and military explosives, improvised explosive devices, and appropriate response procedures.

Human Capital

- Coordinated 20 interagency/intergovernmental training forums throughout the year on various topics ranging from Alternative Dispute Coordination to Effective Staff Work to Leadership Workshops. The total cost-avoidance of these 20 forums totals \$609,909.91.
- Coordinated a federal job fair at the University of Oklahoma, specifically for federal agencies in Oklahoma.
- Worked with Career Services at the University of Oklahoma, providing speakers each semester on the diverse career fields within public service. Also addressed the value of internships and the utilization of USAJOBS website for their job search, resume development and storage.
- Designed and hosted the first training conference for FEB support staff, August 18-20, 2004.

Communication

- Distributed national communications from OMB, OPM, GAO, and other Departments to 272 federal leaders in Oklahoma throughout the year regarding topics such as the Hatch Act, results.gov, leave issues, pay for performance issues, SES pay issues, etc.

Premier Lodging Program

- Coordinated with hoteliers in Oklahoma to increase the number participating in GSA's program, providing a large economic impact for Oklahoma and a cost-avoidance for the federal community.



Highlights (cont'd)

Local Initiatives

Leadership Development

- Designed a “Leadership FEB” program. This series of one-day sessions is designed to expose federal leaders to other agencies within Oklahoma and their unique missions, as well as the common challenges they share. The forums are designed to be interactive in order to stimulate inquiry, analysis, and independent development of solutions for the public good. This also further strengthens the network of the federal network in Oklahoma.
- Coordinated a leadership training series consisting of five one-day training events, each focusing on specific leadership competencies. The series was open to federal and state managers and potential leaders.

Human Capital

- Hosted an annual Awards banquet during Public Service Recognition Week to showcase the excellence in federal government. More than 250 attended this annual event from six geographic locations of the state.
- Partnered with the American Society of Public Administration for the Awards program, allowing them to showcase their Administrators of the Year in the same program.
- The FEB’s Shared Neutrals Program has provided ADR services to federal agencies in Oklahoma resulting in a cost avoidance of \$1,099,415.56 through conflict resolution rather than the formal filing processes.
 - 50 EEOC-ordered referrals came to the program resulting in three cancellations and 8 resolutions.
 - 54 agency request came to the program with 32 resolutions.

Combined Federal Campaigns

- The eight Combined Federal Campaigns conducted by federal agencies in Oklahoma raised a total of \$3,369,614 for charity.

Federal Blood Drives

- 23,654 pints of blood were donated by federal employees through coordinated federal blood drives at a value of \$4,352,336.00. These include blood drives coordinated through the Oklahoma Blood Institute and the Red Cross.

Community Outreach

Outreach

- Maintain FEB’s *Govt 4 Kids* component on our website, highlighting federal careers, the impact of federal employees in our community, and agencies that offer field trip opportunities.
- Coordinated excess federal equipment transfer from agencies to schools in need. A total of 1,234 computers were donated this fiscal year. The value of educationally useful property donated to schools through this interagency effort totals \$1,811,500.80.
- Coordinated with FAA, Francis Tuttle Vo-Tech, Tinker AFB, and the Terry Neese Center for Entrepreneurial Excellence to increase interagency participation in a Conference designed for small, disadvantaged businesses (focusing on women-owned and veteran owned businesses).
- Federal Premier Lodging Program. FEB coordination of this program with suppliers throughout the state has resulted in a total of 36 properties participating. The program has provided 162,199 room nights totaling \$19,088,596 in economic impact and total cost avoidance to the government of \$9,296,229.
- Developed a “speaker’s bureau” to provide an interagency directory of speakers (instructors, as well as speakers on various topics) available for community meetings and forums.
- Assisted the local General Motors plant by coordinating and sharing safety policies from the federal sector specific to outdoor workers during storms containing lightning.

Volunteerism

- Through the Federal Employees Care Council, interagency volunteers donated 5,553 hours at 13 events. Based upon the value of a volunteer hour (\$18-\$25), we modestly calculated an \$111,060 contribution to our community.





OKLAHOMA FEDERAL EXECUTIVE BOARD
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2004 Annual Report Narrative for the Oklahoma Federal Executive Board

Federal employees in Oklahoma: 66,105 (Civilian: 34,583; Military: 2,329; Postal Service: 9,193)

Advance the Administration's Goals and Initiatives

Emergency Preparedness:

- Planned, coordinated and hosted a table-top discussion on “Emergency Communications” October 24th with 26 in attendance. Speakers included 911 coordinators from Edmond, OK; Norman, OK; and Communications Director for the OK Highway Patrol, as well as the FBI and 654th Communications (Air Force).
- Planned, coordinated and hosted a table-top discussion on “Alternate Facilities” November 18th with 24 in attendance. Speakers included representatives from our GSA Regional Office, HUD, USDA-APHIS, and HHS-OIG.
- Hosted an interagency Tabletop Exercise on August 30, 2004 with participating agencies from Altus, Stillwater, Tulsa, Muskogee, Anadarko, and the larger Oklahoma City metropolitan area. This forum was specifically for agencies to share best practices in the area of emergency preparedness and ‘lessons learned’.
- Coordinated and hosted a one-day CLEET (Council on Law Enforcement Education and Training) certified, basic awareness level course on explosives on October 23rd, 2003 with a total of 33 in attendance; our instructor was retired OKC Emergency Manager. The course was available to any government employee, including state and local law enforcement. This is an “awareness level” course designed to provide basic information concerning explosive and incendiary devices that could be used as terrorist weapons. The course was comprised of classroom presentations designed to familiarize attendees with commercial and military explosives, improvised explosive devices, and appropriate response procedures.
- Inter-agency / intergovernmental COOP exercise was held August 30th with 62 in attendance representing 43 agencies. Representatives from GSA Region VI and FEMA Region VI were in attendance to observe.
- The Oklahoma FEB developed a partnership with the Oklahoma City Fire Department to make site-visits to all federal offices in the Oklahoma City metropolitan area. Through this effort, federal agencies meet the first responders most likely to respond to any emergency at their facility, provide input useful to their emergency preparedness plans, along with revalidation of evacuation routes and shelter in place identification. Negotiation is underway for the City of Tulsa for a similar partnership.
- Received a request from the General Motors Assembly Plant in Oklahoma City for information they were seeking to include in their emergency preparedness plans, specifically the policies federal agencies use in the event of thunderstorms and heavy lightning for employees who work outside. To date, we know of four of our federal agencies who shared information with the GM Safety Manager in response to the information request: Tinker AFB, Southwestern Power Administration, USDA, and National Weather Service.



- Provided information to the New Orleans FEB on August 30th to assist with the design and logistics of an interagency table-top exercise for their area.
- Executive Director gave a COOP briefing to IRS representatives in a joint meeting of Oklahoma and Texas assistants to the Commissioner's representatives on June 30th.
- Executive Director and Executive Policy Council member attended the two-day FEMA/FEB meeting for FEMA Region VI in June to discuss how FEBs can assist FEMA with outreach and assist federal agencies with issues surrounding Continuity of Operations (COOP).
- Continue to work with FEMA regarding outreach to our federal agencies on issues specific to emergency preparedness. The FEB distributed the Federal Preparedness Circular 65 in Oklahoma as soon as it was signed by FEMA, allowing the field agencies to receive the formal document earlier than some of their headquarters.
- As requested on three separate occasions by the Department of the Army's Headquarters at the Pentagon, the following information was provided:
 - A copy of our letter that was sent out to agencies during the 1995 bombing trial requesting information on what their leave policy is on allowing their employees to attend the trial or the "closed circuit" viewing.
 - A copy of our letter that was sent out to agencies during the trial that included follow-up information regarding the leave policy for employees wishing to attend the trial in Denver or view the "closed circuit" at the FAA. The letter also included the suggested leave policy that had been forwarded to OPM.
 - A copy of our letter that was sent out to agencies giving a suggested leave policy after the May 3, 1999 tornado
- Coordinated the FY 04 "Emergency Communication Coordination Procedures, Clean Air Alert Policy, and Strategy for Any Possible Work Disruptions for Federal Agencies in Oklahoma" procedures and faxed the published booklet to 272 federal leaders on December 4th.
- From a meeting with the local MEPS Commander and the Regional MEPS Commander, the Oklahoma FEB was requested to provide copies of our "red book", Emergency Preparedness and Continuity of Operations Guidebook to each of the 31 Military Entrance Processing Stations (all west of the Mississippi River).
- Helped one of our federal agency leaders with information to develop an Occupant Emergency Plan and provided copy of our "red book".
- As requested by the Department of Health and Human Services, Federal Employee Occupational Health office, a fact sheet on Ricin from the Centers for Disease Control and Prevention (CDC was distributed to 272 federal leaders on February 5th).
- Executive Director met with a Political Science student from the University of Central Oklahoma, granting an interview on emergency response. Information was provided on the value of emergency preparedness plans, COOP, and the multitude of services needed to provide assistance to employees and families in the event of an emergency.
- Distributed information in January to 272 federal leaders regarding a "Physical Security in the Post 9/11 Environment Conference" that the Oklahoma InfraGuard was hosting in cooperation with the Oklahoma City FBI office.
- Distributed information April 30th to 272 federal leaders on the InfraGuard Oklahoma 2004 Spring Conference "InfraGuard Unplugged – Wireless Myths & Mysteries" to be held in May.
- Executive Director participated in a conference call with FEMA on August 3rd regarding an effort in which they would like Oklahoma to serve as a 'pilot'.
- Partnered with the Oklahoma City Emergency Management office to make a training course for amateur radios in the event of an emergency available to federal employees. Distributed information on the training opportunity to 272 federal leaders on August 13th.
- Assisted the FEAs in Arkansas and FEMA Region VI to coordinate forums for COOP presentations:



- Fayetteville FEA had theirs on August 18th with 18 in attendance, and
- Little Rock FEA had theirs on August 25th with 30 in attendance.
- Continue to maintain database consisting of Federal leaders' emergency contact information and their alternates (this includes home numbers, cell phones, etc.).
- The Media guide was finalized, including a section on interacting with the media during routine situations and during emergencies. This guide was provided during a one-day media training held on May 25th with 111 in attendance. The one-day forum included dealing with the media, effective presentations, and two power sessions: Crisis Communications, and how to effectively communicate your agency's story to the media.
- Solicited for agency leaders to be part of the Oklahoma Federal Safety and Health Council.
- Distributed a total of **14** notices to agencies on emergency issues throughout the fiscal year.

Human Capital:

- Assisted the New Orleans FEB on June 15th by providing various position descriptions in an effort to share information from which they could extract, negating the necessity of creating a new position description for their office.
- Surveyed 272 federal leaders asking them to identify topics of interest and speakers for our series of quarterly breakfast forums coordinated for Senior Executives and Senior Leaders that began in June on the topic of "What's Ahead for Executives: Pay for Performance and More" with 18 in attendance.
- Distributed staff reference material, developed by the OK FEB for the FEB Staff Conference held in August, to FEBs unable to send staff to the conference. Information contained in the binders was developed to be helpful for staff members coming into or through the FEB Office on assignment or detail. It contains information on many of the "soft skills" in which they may not have had prior training or preparation. The information is intended to assist them in utilizing email appropriately, knowing which means of communication is most appropriate for a particular situation, how to leave an effective voice mail message, appropriate business attire (men and women), the form OPM needs at the beginning of every fiscal year to update individual FEB information, examples of monthly reports, documents on the history of Federal Executive Boards, and many other items.
- Assisted federal agencies by distributing **42** vacancy announcements to increase quantity/quality of applicant pool for consideration. Agencies utilizing this service include Indian Health Service, National Park Service, U.S. Agency for International Affairs, Department of Veterans Affairs, National Exposure Research Laboratory, U.S. Geological Survey, U.S. Merit Systems Protection Board, U.S. Air Force, Federal Aviation Administration, Department of Energy, and Defense Threat Reduction Agency.
- Provided information to agencies in Oklahoma, as it became available, regarding hiring flexibilities, OPM updates, SES Pay for Performance and other issues relative to the HR arena.

Communications:

- Updated and distributed the annual Oklahoma FEB Directory to all 272 federal leaders in Oklahoma.
- Distributed copies of our updated Media Guide to all the federal leaders in Oklahoma with the Directory (whether or not they attended the one-day training hosted the end of May).
- Provided extra copies of our updated Media Guide to the Atlanta FEB on July 29th. The guide was developed for agencies' use when interacting with the media during routine situations and during emergencies. The Atlanta FEB recently developed a guide with a different focus; it was intended for the media. They wished to utilize our guide to provide to their federal leaders.

Federal Executive Board workgroup:

- Participated in numerous conference calls with OPM and other FEBs in an effort to establish minimum standards for all FEBs, as well as a plan for OPM to help raise awareness of FEBs in regional and field locations.
- Provided information in December in response to requests for:



- Number of staff and their grade levels
- Number of temporary staff and their grade levels
- Provided two concise bulleted items that can be used for Marta Perez' speaking paper on FEBs.

FEB Conference:

- Executive Director participated in the March Executive Director's mid-year conference in Philadelphia.
- Executive Director participated in the September OPM Workforce Conference in Baltimore, speaking during a breakout session on FEBs and Emergency Preparedness.

Call to Serve:

- Executive Director spoke at John Marshall High School for the "Making the Grade" program on November 10th to assist students with obtaining and keeping a job and talked of the value of public service.
- Co-hosted a Federal Job Fair with the University of Oklahoma on March 4th, along with a workshop for Junior and Senior University students on how to seek employment in the federal sector and internship possibilities.
- Federal Job Fair: Coordinated with federal agencies in Oklahoma (and Texas) for participation and worked with the University to ensure concerns of the agencies were addressed and to ensure we had a good rate of participation at the job fair held at the University of Oklahoma.
- Provided speakers for University of Oklahoma Career Services each semester to address an "all agency approach" to various career fields available in the federal sector, internship opportunities and highlighting the e-gov initiative of OPM at: usajobs.opm.gov and students.gov.
- Director spoke to a statewide group of 50 college students at the University of Oklahoma's annual N.E.W. Leadership program on Saturday, May 15, 2004; the purpose of the NEW Leadership is to interest female students in public service. The topic was on federal employment, how to apply for jobs, internships, utilizing USAJOBS, etc. Internships: how to improve your chances of getting accepted and what to expect if you DO get an internship.
- On September 21, Executive Director spoke to the University of Oklahoma Careers class regarding federal employment, the various career fields and opportunities in the federal sector, including information on: usajobs.gov and students.gov. From this, the following referrals were made:
 - one student to the New Orleans FEB Office for possible employment in their geographic area
 - one student to the Washita National Battlefield (National Park Service) for more information on National Park Service opportunities, nation-wide.

Distributed National communications:

- Distributed information on Clay Johnson's memo to 272 federal leaders on December 8th regarding agencies' status in President's Management Agenda items.
- Distributed the December 10th Press Release from the White House regarding office closure on December 26th to 272 federal leaders.
- Distributed a memorandum from Kay Coles James March 2nd to 272 federal leaders on the safety and security of federal workforce survey results.
- Distributed the retroactive 2004 pay adjustment memorandum from Kay Coles James March 7th to 272 federal leaders.
- Executive Director distributed OPM memos and information to SES and political appointees on:
 - January 8, 2004:
 - i. "New Performance-Based Pay System for SES", and
 - ii. "Notification of Changes in Post-Employment Restrictions Coverage for Members of the SES".
 - January 19, 2004:
 - i. OPM Memo re: "Conversion to New SES Performance-Based Pay System
 - ii. OPM's Interim Rule on SES Pay and Performance Awards.



- Distributed OMB memo from Clay Johnson on June 18th to 272 federal leaders regarding new reports on the Results.Gov website that are now available for their review.
- Distributed an Executive Order on June 7th to 272 federal leaders regarding the closing of Government Departments and Agencies on June 11, 2004.
- Distributed information on June 4th to 272 federal leaders from the Commissioner of the Small Business/Self Employed Division of the Internal Revenue Service for the 1st Oklahoma Fraud Festival designed for federal/state/local government agencies to share information to businesses and individuals regarding the trends in Fraud and how to prevent.
- Distributed Hatch Act information:
 - A letter was faxed to all 272 federal leaders on September 28th reminding them of resources on Hatch Act information to distribute to their workforce, and
 - Added a one-page flyer, the 14-page brochure and the power point presentation from the Office of Special Counsel on the FEB website.

Combined Federal Campaigns



The eight Combined Federal Campaigns (CFCs) conducted by federal agencies in Oklahoma raised a total of **\$3,369,614** for charity.

Central Oklahoma:	2,530,093	McAlester:	47,465
Enid:	47,996	Muskogee:	78,964
Ft Sill-Lawton:	211,447	Stillwater:	3,919
Jackson County:	89,648	Tulsa:	350,082

Federal Premier Lodging Program

- Federal Premier Lodging Program: The FEB coordination of this program with suppliers throughout the State of Oklahoma has resulted in a total of 36 properties in the Oklahoma City, Tulsa and Lawton areas in the program. The program has provided **162,199 room nights totaling \$19,088,596 spent** in Oklahoma for federal lodging through this specific program. This program has provided a total cost avoidance of **\$9,296,229**.

Create and Advance Local Initiatives

FEB Leadership:

- Designed a “Leadership FEB” program, which ran for a one-year time period. This series of one-day sessions was designed to expose federal leaders to other agencies within Oklahoma and their unique missions, as well as the common challenges they share. Each day illustrated the many social and environmental complexities of the federal government in order to stimulate inquiry, analysis and independent development of solutions for the public good. This also further strengthens the network of the federal community in Oklahoma.
- Executive Director made **32** personal welcome visits to new federal leaders coming into the area. Provided information on the FEB, explained the value of maximum agency participation, as well as services, information, and assistance available through the FEB.
- Executive Director conducted a study on collaborative efforts and partnerships outside the traditional structure of an organization. Director interviewed with:
 - Director of VA Medical Center in OKC on October 1st
 - Commander of the 507th Air Refueling Wing at Tinker AFB on October 6th
 - Director of Staff at Tinker AFB on October 6th
 - Director of Small Business Administration on October 3rd
 - Director of Southwestern Power Administration on October 9th
 - Commander of the Military Entrance Processing Station on October 14th



E-gov:

- In an effort to increase efficiency in distribution of our monthly newsletter, we partnered with the Cincinnati FEB. Utilizing their technology, we created a listserv through which we have increased the number of individuals receiving our monthly newsletter, and reduced the costs associated with distributing hardcopies. By the end of this fiscal year, we had a total of 349 “E-News” subscribers (many are located outside the state of Oklahoma).
- A listing of all federal agencies in Oklahoma is provided on the Oklahoma FEB website for public use (on going). Many also have links to their local websites; however, all have contact information for citizens to utilize in conducting business.
- Worked with a team of IT students from the University of Oklahoma to develop a “new look” for the Oklahoma FEB website. The result is more organized content, information is accessed more easily and an updated appearance.
- With assistance of the Cincinnati FEB, we established a new listserv on January 13th consisting of those who participated in a supervisory training course that we co-hosted with the VA Medical Center on in December. The listserv provides a method through which the instructor continues to make contact with participants keeping them up to date and provide ‘cyber-coaching’.

Public Service Recognition Week:

- Annual Awards Banquet was held May 3rd during Public Service Recognition Week with more than 250 in attendance from six geographic locations of the state. Partnered with the American Society of Public Administration for the Awards program, allowing them to showcase their Administrators of the Year in the same program.
- Developed a special edition newsletter to communicate information on the award nominees, their accomplishments and announce the winners for the federal leaders who did not attend. This was also posted on our website.
- Coordinated a federal speaker for the National Partnership for Public Service from one of the “best places to work in government” to be interviewed by an Oklahoma television station during Public Service Recognition Week.
- Assisted an Alaska FEA in regard to information on the annual awards program, categories and how we have separated DoD and non-DoD agencies in the competition to create a fair competitive environment in an area with a large DoD representation. E-mailed Jennifer Noe at the Dept of Interior in Anchorage, AK, the award nomination package and mailed the Awards Program and the Special Edition newsletter via USPS on June 3, 2004, as well as discussing the details via phone and e-mail.

Human Capital:

- The FEB coordinates interagency training to provide a resource for the common training needs of federal agencies in Oklahoma. Cost avoidance of inter-agency training (20 various training opportunities) coordinated by FEB Staff for fiscal year 2004 totals **\$609,909.91**:
- Coordinated and hosted two new leadership development forums entitled “Evening with the Author”, book forums with a total cost avoidance of **\$7,712**:
 - May 17, 2004, with 17 in attendance. The local registration fee of \$59 (as opposed to \$300 charged by the Department of Interior University) saved **\$4,097** in registration.
 - August 23, 2004, with 15 in attendance. The local registration fee of \$59 (as opposed to \$300 charged by the Department of Interior University) saved **\$3,615** in registration.
- The Oklahoma FEB planned and coordinated a three-day training opportunity for FEB Staff, August 18-20, 2004, to address personal and professional development, obtain information on various topics, approaches, and projects (knowing there are many ways to successfully conduct our business), and distribute a “Desk Reference Guide” to assist with Staff transition. 15 FEB staff



members were in attendance. The local registration fee of \$125 (as opposed to \$340 charged by Padgett Thompson) saved **\$3,225** in registration.

- Designed, planned and coordinated a series of one-day training sessions for federal employees addressing topics identified in the 5 Executive Core Qualifications:
 - ECQ-1: Leading Change had a total of 106 in attendance with local registration of \$100. Compared with USDA Grad School: \$14,734 in registration, \$23,097.40 in airfare, and \$14,840 in per diem for a total savings of: **\$52,671.40**.
 - ECQ-2: Leading People had a total of 109 in attendance with a fee of \$100. Compared to training provided by National Seminars Group in the local area at a cost of \$197.50. This resulted in registration savings of **\$10,627.50**.
 - ECQ-3: Results Driven had 92 in attendance. The registration fee was \$100 (compared to \$149 charged by Success Builders), saving in registration fees: **\$4,508**.
 - ECQ-4: Business Acumen had 97 employees in attendance. The local registration fee of \$100 compared to \$520 charged by Western Management Development Center saved \$40,740 in registration fees \$36,278 in airfare, and \$11,446 in per diem for a total savings of: **\$88,464**.
 - ECQ-5: Building Coalitions/Communications had 104 in attendance with local registration of \$100. Compared to \$169 charged by Carl Padgett in the local area, saving **\$7,176** in registration fees.
- Coordinated and hosted a one-day basic awareness level course on explosives on October 23rd, 2003 with a total of 33 in attendance. The course was available to any government employee, including state and local law enforcement. The instructor was retired OKC Emergency Manager and the course was CLEET (Council on Law Enforcement Education and Training) certified. The local registration fee of \$35 (as opposed to \$6,000 for the equivalent training provided by New Mexico Tech) saved \$196,845 in registration, \$248 in airfare, and \$107 in per diem for total savings of: **\$208,560**.
- Designed, coordinated and hosted one-day media training on May 25th with 111 in attendance. The one-day forum included dealing with the media, effective presentations, and two power sessions: Crisis Communications, and how to effectively communicate your agency's story to the media. The local registration fee of \$85 (as opposed to \$95.83 charged by Management Concepts combined with \$543.75 by Western Management Development Center) saved \$38,201.76 in registration, \$23,687.40 in airfare, and \$22,311 in per diem for total savings of: **\$84,200.16**.
- Hosted a one-day training event on April 21st for the Effective Office Professional with 82 in attendance. The local registration fee of \$75 (as opposed to \$169 charged by Padgett Thompson) **saved \$7,708** in registration fees.
- Coordinated four pre-retirement seminars this fiscal year, two in Tulsa and two in Oklahoma City. A total of 158 employees attended the one-day seminars specific to their retirement system with a **total cost avoidance of \$17,775**.
 - (FERS and CSRS) in Tulsa February 19 and 26, 2004 with a total of 62 in attendance. The local registration fee of \$75 (as opposed to \$187.50 charged by Personal Benefit Services) saved **\$6,975** in registration.
 - (FERS and CSRS) on August 17 and 31, 2004 with a total of 96 in attendance. The local registration fee of \$75 (as opposed to \$187.50 charged by Personal Benefit Services) saved **\$10,800** in registration.
- Co-hosted a two-day supervisory training with the Oklahoma City VA Medical Center on December 2nd and 3rd with 200 participants, there were 137 in attendance from agencies other than VA. The local registration fee of \$50 (as opposed to \$479 charged by Carl Padgett) saved **\$58,773** in registration.
- Planned, coordinated and hosted a table-top discussion on October 24th with 26 in attendance. The topic was "Emergency Communication" and speakers included 911 coordinators from Edmond, OK;



Norman, OK; and Communications Director for the OK Highway Patrol, as well as the FBI and 654th Communications (Air Force). The local registration fee of \$10 (as opposed to \$97.50 charged by the Oklahoma Safety Council) saved **\$2,275** in registration.

- Planned, coordinated and hosted a table-top discussion November 18th with 24 in attendance. The topic was “Alternate Facilities” and speakers included representatives from GSA Regional Office, HUD, USDA-APHIS, and HHS-OIG. The local registration fee of \$10 (as opposed to \$97.50 charged by the Oklahoma Safety Council) saved **\$2,100** in registration.
- Coordinated and hosted a two-day course on “Cultural Considerations in Managing a Native American Workforce” on January 29-30, 2004 with 30 in attendance. The local registration fee of \$65 (as opposed to \$336.66 for the most comparable training we could find provided by the USDA Grad School) saved **\$8,149.80** in registration.
- Developed a partnership with a local training company that provides training specific to computer software programs, computer networking, and server specific solutions for federal agencies to receive discounted training for classes that had not filled to capacity. A total of **20** employees took advantage of these various courses, saving **\$1,100** (compared to the cost of the courses if they registered under regular circumstances).
- Coordinated and hosted a five-day training held March 29-April 2, 2004 on Alternative Dispute Resolution with a total of 27 in attendance. The local registration fee of \$150 (as opposed to \$694 charged by the Mediation Institute combined with \$543.75 by the Federal Employment Law Training Group) saved \$29,369.25 in registration, \$5,761.80 in airfare, and \$10,854 in per diem for total savings of: **\$45,985.05**
- Alternative Dispute Resolution: The FEB’s Shared Neutrals Program has provided services resulting in the **cost avoidance of \$1,099,415.56** through conflict resolution.
 - There were 50 EEOC-ordered settlement agreements, three were cancelled and eight were resolved with a cost avoidance of **\$394,505.76**.
 - FEB member agencies submitted 54 requests of which 32 were settled with a cost avoidance of **\$704,909.80**.
- The FEB and EEOC Regional Office has entered into a unique partnership:
 - utilizing the Oklahoma FEB to make mediator assignments to cases based upon referral by an Administrative Judge determining mediation would be useful prior to hearing, for any case within the geographic boundaries of Oklahoma.
 - EEOC assists the FEB in providing information and additional training to Shared Neutrals Program participants on Employment Law and issues they may face when mediating an EEOC complaint.
 - EEOC has helped determine measurement of cost avoidance based upon GAO study conducted based on 1996 dollar value.
- The Federal Black Program Council hosted a luncheon June 17, 2004, with approximately 225 in attendance, featuring nationally known motivational speaker “Ms. Joann Tolbert-Yancy who spoke on the topic of “**Leveraging Your Talent in the Work Place**”.
- The American Indian Council has been working with Tribal Governments to provide workshops to educate participants on federal employment available and how to utilize the USA Jobs website to search for federal job opportunities, how to properly complete the resume, on-line. **Three workshops were conducted:** Shawnee, Oklahoma; Citizen’s Potawatomi Nation at their Tribal Complex; and at the Chickasaw Nation headquarters.
- Coordinated an Office of Workers’ Compensation Program forum held February 25th for the new Senior Claims Examiner, who has been assigned to work OWCP claims as a result of the bombing in 1995. The FEB sponsored forum allowed him to introduce himself to claimants and discuss a new pay system with which claimants should become familiar.



- Scheduled meeting space in June for a US Department of HUD staff meeting. The space was coordinated to accommodate teleworking employees due to their inability to enter the new federal building where the agency is located.
- Coordinated and hosted an Office of Workers Compensation representative in our conference room on April 28th to provide on-site services to employees with continuing claims from 1995.
- Executive Director met with Director of the Survivors' Fund for the Community Foundation for the National Capital Region on September 21st regarding services for federal employees, worker's compensation issues and other issues to anticipate after a large-scale, disastrous event.
- Coordinated with New York Life Insurance Company for two Long Term Care seminars and Financial Planning that the FEB hosted (from the perspective of a private company for comparison purposes) in Stillwater on November 19th and OKC on November 20th.
- Distributed information in January to federal leaders on the 2004 Native American Conference that the General Services Administration hosted in March.

Increasing Efficiency:

- Continue to update the "on-line" resource directory (monthly). This is a directory of resources available within the federal community that may be utilized to increase efficiency and obtain a sliding scale of savings.
- Developed a "speakers bureau" to provide an interagency directory of speakers (instructors, as well as speakers on various topics). Agencies have utilized this resource for in-service training and informational meetings for employees.

Combined Federal Campaign:

- The FEB Staff planned, coordinated, and hosted an interagency CFC rally for the downtown OKC area, held October 31, 2003. This was targeted specifically for smaller agencies in the downtown and surrounding areas. Approximately 1,000 people attended the event that extended from 11:00am-1:00pm.
- Federal Employees Care Council coordinated volunteers for a CFC "Fun Run" for this fall's Combined Federal Campaign. The 2K, 5K, 10K Run was held September 11th with 350 participants and 86 federal volunteers.
- The FEB Staff received an award at the CFC Victory Celebration due to our increase of CFC participation, level of giving and meeting the "early bird" deadline.
- Worked with the United Way of Central Oklahoma to develop an agency survey for the Central Oklahoma CFC in preparation for the 2004 campaign.

Outreach:

- In response to a survey from our members indicating an interest in the development of an "Outreach Council", the FEB office solicited representation for the council resulting in 11 individuals identified by their agency to serve.
- The Community Outreach Council developed a **Speakers Bureau of more than 50 applicants**, through which community organizations and other federal agencies can obtain speakers on specific topics.
- Coordinated federal volunteers for a special display of the Declaration of Independence in response to the OKC National Memorial's request. From December 5-14, 2004, nearly 10,000 school kids on official school field trips visited.
- **23,654 pints of blood** were donated by federal employees through coordinated federal blood drives in Oklahoma during this fiscal year. The value to the community is **\$4,352,336.00**. These include blood drives coordinated through the Oklahoma Blood Institute and the Red Cross.

Interagency Partnerships:

- Held an FEB luncheon March 18th on the topic of "Identity Theft" with 38 in attendance. Information was provided by the US Postal Inspector.
- Participated in the Bureau of Prison's, Federal Transfer Center Community Outreach Council.



- Distributed information on June 25th to 272 federal leaders about excess property that will be available to agencies in Oklahoma over the next two years from the US Army Recruiting agency.
- Community Outreach Council co-hosted an FEB luncheon held August 25th with 35 in attendance. The intent of the luncheon was to showcase FEB Councils, their goals and activities planned for coming year. This provided agency leaders the opportunity to evaluate activities and determine the benefit of employee involvement/participation.

Environmental Efforts:

- Three “Clean Air Alerts” were distributed to agencies in affected areas (3 alerts for Oklahoma City, 1 for Lawton, and 1 for Tulsa). Through a partnership with the State Department of Environmental Quality, the FEB Office distributes notices for federal employees on “Clean Air Alert” days with suggestions on how to assist in reducing pollution (as well as information on \$.25 public transportation on these days).

Provide information, referrals, and guidance for intergovernmental and community outreach

Citizen-Centered Government:

- As a follow-up on our “Government for Kids” website effort, letters were mailed to almost 1,800 schools across Oklahoma providing information on the website and the federal computers for schools program, coordinated through the FEB Office.
- Received more than 50 phone calls from schools asking for information on the federal computers for schools program in response to the letter distributed.
- An article was published in the November issue of PA Times on the FEB’s “Government for Kids” project. The PA Times is the national American Society of Public Administration’s newspaper.
- FEB coordinated federal agencies in possession of excess educationally useful equipment with schools in Oklahoma needing such equipment (**A total of 1,234 computers were donated**). This fiscal year **\$1,811,500.80** of federal property was distributed to schools in Oklahoma through this mechanism, connecting **11 agencies with 66** schools and educational organizations. Federal agencies contributing through this interagency/intergovernmental program this fiscal year are:

Comptroller of the Currency	Federal Aviation Administration	Federal Executive Board
Federal Highway Administration	Federal Motor Carrier Safety Administration	Military Entrance Processing Station
Small Business Administration	Social Security Administration	Tinker AFB
USDA National Agricultural & Statistics Service	Vance AFB	

Interagency Partnerships:

- Coordinated an interagency/intergovernmental effort that served 1,119 newly naturalized citizens this fiscal year. The FEB has hosted this ongoing partnership of Social Security Administration, Internal Revenue Service, Oklahoma Tax Commission, Oklahoma County Court Clerk’s office, and the Oklahoma Election Board to provide seamless services to our newly naturalized citizens. This effort created efficiencies for participating agencies and provided expedient services to the customers served.
- FEB and GSA have continued an ongoing partnership to enable federal employees in the downtown area to park in the federal parking facility operated by GSA. During the year, there have been as many as 105 in a month to as few as 53.



Outreach:

- Sent 160 communications via facsimile to federal agency leaders throughout the year on various topics. Some have been accounted for in specific efforts; 102 of the 160 were for a variety of diverse information-sharing efforts.
- Received a request from the General Motors Assembly Plant in Oklahoma City for information they were seeking to include in their emergency preparedness plans, specifically the policies federal agencies use in the event of thunderstorms and heavy lightning for employees who work outside. To date, we know of four of our federal agencies who shared information with the GM Safety Manager in response to the information request: Tinker AFB, Southwestern Power Administration, USDA, and National Weather Service.
- The FEB participated in the Oklahoma SGMP monthly Board and General meetings.
- The FEB was represented at the National SGMP Conference in Nashville from May 26-30th.
- Executive Director and FEB Staff attended a Joint Education Conference for the Society of Government Meeting Professionals held February 20th through 22nd. Several contacts were established for future training hosted by the Oklahoma FEB.
- Worked with representatives from FAA, Francis Tuttle Vo-Tech, and Terry Neese Center for Entrepreneurial Excellence to involve more federal agencies in a Conference scheduled for November 2004 for small disadvantaged businesses, with a focus in recruiting women-owned and veteran-owned businesses. Faxed information and solicitation of participation to 272 federal leaders on June 14th.
- Assisted Congressional Staff Member on January 13th with obtaining number of federal employees within their district.
- Assisted the EEOC Regional Office in Dallas by providing a mailing list of the Oklahoma FEB and the two FEAs in Arkansas for their informational mailing on the EEOC HQ Excel conference, scheduled for later in the year.

Volunteerism:

- Based on the value measurement of a volunteer hour to be approximately \$20.00 per hour, the federal employees have **donated \$111,060** to our community so far this year in FECC sponsored events.
- The FEB's Federal Employee Care Council (FECC) was the largest volunteer organization at four premier community events this year. These events include the State Fair Found Kids Booth, Arts Council Festival of the Arts and Opening Night and the CFC Race for Freedom.

FY 2004 FECC Sponsored Events

Event	# of Volunteers	Hours Worked
Declaration of Independence Exhibit	101	360
CFC Day of Caring	70	440
Salvation Army Toy Store	48	291
Opening Night	111	293
Special Olympics-Winter	35	182
OETA Festival 2004	25	100
Festival of the Arts 2004	122	871
Christmas in April	300	2,700
CFC Allocation Team	10	120
CFC Application Reviews	8	25
Ronald McDonald House	28	80
State Fair Found Kids	68	272
CFC Race for Freedom	48	710
TOTAL	972	5,553



Partnering with Community Groups:

- Executive Director served on the “Turning Point” convening board. “Turning Point” is an intergovernmental, interagency, and community effort to identify creative solutions to poor health indicators in Oklahoma.
- Executive Director worked with the Oklahoma Public Safety, Director of Communications in an effort to assist in storing the new state-of-the-art communications vehicle purchased to respond to emergencies in Oklahoma.
- Executive Director participated in an awards luncheon on July 29th for the Oklahoma Safe Kids Coalition.

Overall Benefit of Oklahoma FEB Interagency efforts				
Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
Training (Cost Avoidance/Cost Savings)	Interagency	dollars		\$609,909.91
ADR/Shared Neutral (Cost Avoidance/Cost Savings)	Interagency	dollars		\$1,099,415.56
Hotel (OKC, Tulsa, Lawton through Federal Premier Lodging Program)	Interagency	dollars	\$19,088,596.00	\$9,296,229.00
Community Outreach:				
Donations	CFC	dollars	\$3,369,614.00	
Volunteer Hours Donated to the Community	FECC - Interagency	5553 hrs X \$20	\$111,060.00	
Value determined by cost of blood from non-profit center to Hospitals/VAMC	Blood	23,654 units X\$184	\$4,352,336.00	
Coordinating federal agencies & schools: Computers for Schools	Computer donation	1,234 computers & other equipment	\$1,811,500.80	
			\$28,733,106.80	\$11,005,554.47

